

## **Exhibit D**



## reQuire 2008 Website Training

**TitleTracking.com**

(for internal use only—not for distribution)

# Introduction to TitleTracking.com

Depending on your specific level of access (permission level), you may see all or only some of the menu options available in TitleTracking.com. Use this guide to familiarize yourself with the menu options you have access to.

The left navigation pane of the website is located on the left of every page. It consists of three sections:

1. Announcements—used to notify clients and internal personnel of important changes, additions or upcoming events that warrant their attention.
2. Quick Search—allows clients and internal personnel to quickly find information
3. Site Navigation Tabs—designed to expand and collapse as their headings are clicked to reveal and hide menu options.

Actions to be performed on each page are controlled through icons.

Legend: Print Disbursement View File History Edit File Add Lien Delete File Lien History Manage File View Image Create Journal

Look at the top of each page for a Legend that describes what action each icon will performed when clicked. Icons will appear next to records. **Your permission level will determine which icons you see and what actions you can perform.**

Logout | [Change Password](#) Click to CHAT LIVE ONLINE

The upper right of each page contains the Logout, Change Password and Live Chat links.

[Page Help](#)

Also at the top right of each page, there is a Page Help link. This link will provide help for the specific page you are viewing. The help page will load within the page you are viewing. To close the help page, click the Close button.

The screenshot shows the TitleTracking.com interface. At the top, there is a section titled "Announcements" with a "Quick Search" button. Below this, there are two search options: "Payoff ID" and "File# or Obligor Name", each with a "Search" button. To the left of the main content area is a navigation pane with a list of menu items: "Agency Operations", "Recent Files", "Additional Services", "Title Searcher Operations", "System Reporting Operations", "System User Operations", "Regional Manager Operations", "Settlement Agency Operations", "Search Manager Operations", "Invoicing Operations", "Customer Service Operations", "Administrator Operations", "Court Specialist", and "General Operations". Arrows from the text blocks point to the "Announcements" section, the "Quick Search" button, and the "Agency Operations" menu item.

# Introduction to TitleTracking.com

The Menu Navigation can be shown or hidden by the user by clicking on the View

TitleTracking.com Announcements	
Quick Search	
Files	▼
<input type="radio"/> Payoff ID	
<input type="radio"/> File# or Obligor Name	
<input type="button" value="Search"/>	
Advanced Search	
Agency Operations	
Recent Files	
Additional Services	
Title Searcher Operations	
System Reporting Operations	
System User Operations	
Regional Manager Operations	
Settlement Agency Operations	
Search Manager Operations	
Invoicing Operations	
Customer Service Operations	
Administrator Operations	
Court Specialist	
General Operations	

TitleTracking.com Announcements	
Quick Search	
Files	▼
<input type="radio"/> Payoff ID	
<input type="radio"/> File# or Obligor Name	
<input type="button" value="Search"/>	
Hide Navigation	
Enter File	
This form allows you to create a Release Tracking Order Form.	
What type of record is this?	
How many records are being processed?	
What is the default court for new record?	

TitleTracking.com Announcements	
Quick Search	
Files	▼
<input type="radio"/> Payoff ID	
<input type="radio"/> File# or Obligor Name	
<input type="button" value="Search"/>	
Show Navigation	
Enter File	
This form allows you to create a Release Tracking Order Form.	
What type of record is this?	
How many records are being processed?	
What is the default court for the new record?	

Page navigation can be found at the bottom of each page.

Change page: 1 2 3 4 5 6 7 8 9 10 11	Change page: 1	Go
--------------------------------------	----------------	----

Click on a page number to be transported to that page. Or, type in a page number and click Go.

Page size: 5	Change
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To change the number of records shown on a page, change the number in the Page Size box and click Change.

# Quick Search

The Quick Search section allows for the ability to find specific Files, Users, Agencies, Courts or States.

Depending on the option you choose from the drop-down menu in the search section (see the screenshots below), other options will appear or disappear.

Once you have entered what you are searching for, your results will be displayed in the corresponding webpage. For example, a File search will display in the Manage Files page, while a Court search would display in the Manage Courts page.

This screenshot shows the 'Quick Search' section of the 'Announcements' page. The 'Files' option is selected in the dropdown menu, which has expanded to show a list of search categories: 'System User', 'Settlement Agency', 'Court', and 'State'. Below the dropdown is a 'Search' button and an 'Advanced Search' link.

This screenshot shows the 'Quick Search' section with 'Payoff ID' selected in the dropdown menu. The dropdown menu is open, showing 'Payoff ID' as the selected option and 'File# or Outgor Name' as an alternative. A 'Search' button and an 'Advanced Search' link are located below the menu.

This screenshot shows the 'Quick Search' section with 'System User' selected in the dropdown menu. The dropdown menu is open, displaying 'System User' as the selected option. A 'Search' button and an 'Advanced Search' link are positioned below the menu.

This screenshot shows the 'Quick Search' section with 'Settlement Agency' selected in the dropdown menu. The dropdown menu is open, displaying 'Settlement Agency' as the selected option. A 'Search' button and an 'Advanced Search' link are positioned below the menu.

This screenshot shows the 'Quick Search' section with 'Court' selected in the dropdown menu. The dropdown menu is open, displaying 'Court' as the selected option. A 'Search' button and an 'Advanced Search' link are positioned below the menu.

This screenshot shows the 'Quick Search' section with 'State' selected in the dropdown menu. The dropdown menu is open, displaying 'State' as the selected option. A 'Search' button and an 'Advanced Search' link are positioned below the menu.

# Site Navigation Tabs—Agency Operations

## Overview

In the Agency Operations Menu, there are three options:

1. Enter File
2. Manage Files
3. Report Center

The Enter File option is the page that is shown when a client first logs into TitleTracking.com. Here, a client can manually enter a file for us to track.

The Manage Files option is used by both the client and by internal employees. In this area, clients can view their files, reprint their Disbursement Packages, edit a file to correct errors, add payoffs to a file, delete a file that will not be tracked by reRequire, and view and create Journal Entries.

From an internal viewpoint, reRequire employees can do all of the above actions, plus view, create and manage other aspects of a client's file, such as purging records, generating faxes and letters, entering release information, and create Journal Entries.

Finally, the Report Center contains two reports for the client to run— The Lien Performance Report and the Status Report. The Lien Performance Report gives the client the ability to view their file entry and status statistics by year and month. The Status Report gives the client release information about their files, listed by Court.

A more detailed look at each area follows on the next few pages.

Announcements	
Quick Search	
Files	
<input checked="" type="radio"/> Payoff ID	
<input type="radio"/> File# of Obligor Name	
<input type="button" value="Search"/>	
Advanced Search	
Agency Operations	
Enter File	
Manage Files	
Report Center	
Recent Files	
Additional Services	
Title Searcher Operations	
System Reporting Operations	
System User Operations	
Regional Manager Operations	
Settlement Agency Operations	
Search Manager Operations	
Invoicing Operations	
Customer Service Operations	
Administrator Operations	
Court Specialist	
General Operations	

# Site Navigation Tabs—Agency Operations

## Enter File

Announcements
Quick Search
Files
<input checked="" type="radio"/> Payoff ID
<input type="radio"/> File# or Obligor Name
Search
Advanced Search
Agency Operations
<b>Enter File</b>
Manage Files
Report Center
Recent Files
Additional Services
Title Searcher Operations
System Reporting Operations
System User Operations
Regional Manager Operations
Settlement Agency Operations
Search Manager Operations
Invoice Operations
Customer Service Operations
Administrator Operations
Court Specialist
General Operations

Again, the Enter File option is the page that is shown when a client first logs into TitleTracking.com. Here, a client can manually enter a file for us to track.

Enter File	Page Help
This form allows you to create a new file with one or more Payoffs. Release Tracking Order Form: (A maximum of 5 files are allowed per disbursement)	
What type of record is this?	Disbursement
How many records are being processed?	3
What is the default count for the Florida new record?	
Continue	
Alachua County - FL	
Baker County - FL	
Bay County - FL	
Bradford County - FL	
Brevard County - FL	
Broward County - FL	
Calhoun County - FL	
Charlotte County - FL	
Citrus County - FL	
Clay County - FL	
Collier County - FL	
Columbia County - FL	
Dade County - FL	
De Soto County - FL	

The client choose the number of payoffs, followed by the State and Courthouse for the file they are entering.

Then, they click Continue to go to the next step—entering the file data.

Obtaining accurate data from the client will facilitate our process of guaranteeing releases. If you are asked by a client about entering data and you are unsure of the answer, please contact Customer Service or the Training Department.

# Site Navigation Tabs—Agency Operations

<a href="#">Announcements</a>	
<a href="#">Quick Search</a>	
<input checked="" type="radio"/> Files	<input type="radio"/> Payoff ID <input type="radio"/> File# or Obligor Name
<input type="button" value="Search"/>	
<a href="#">Advanced Search</a>	
<a href="#">Agency Operations</a>	
<a href="#">Enter File</a>	
<a href="#">Manage Files</a>	
<a href="#">Report Center</a>	
<a href="#">Recent Files</a>	
<a href="#">Additional Services</a>	
<a href="#">Title Searcher Operations</a>	
<a href="#">System Reporting Operations</a>	
<a href="#">System User Operations</a>	
<a href="#">Regional Manager Operations</a>	
<a href="#">Settlement Agency Operations</a>	
<a href="#">Search Manager Operations</a>	
<a href="#">Invoicing Operations</a>	
<a href="#">Customer Service Operations</a>	
<a href="#">Administrator Operations</a>	
<a href="#">Court Specialist</a>	
<a href="#">General Operations</a>	

On the data entry page, a client will fill in each field with the information requested. Each field shown is required, except for the Obligor Forwarding Address and the Notes fields. As the client enters data, there are a few places where we will check the information entered to ensure accuracy or to avoid duplication.

If duplicate data is found, the client will be notified via a small window. They can correct the information at that time.

If data is entered that seems inaccurate (i.e., "none" entered into a field), the client will be notified with a small icon beside the field. They can correct the information at that time.

Once all the data has been entered, the client will click the Save Payoff(s) button at the bottom of the page.

On the next page, they will receive summary and the ability to View & Print their Disbursement Package.

## Enter File

<b>Agency Information</b> Agency Name: <input type="text"/> Agency Address: <input type="text"/> Agency City: <input type="text"/> Agency State: <input type="text"/> Agency Zip: <input type="text"/> Agency Phone: <input type="text"/> Agency Fax: <input type="text"/> Agency Email: <input type="text"/> Agency Website: <input type="text"/> Agency Notes: <input type="text"/>	
<b>Client Information</b> Client Name: <input type="text"/> Client Address: <input type="text"/> Client City: <input type="text"/> Client State: <input type="text"/> Client Zip: <input type="text"/> Client Phone: <input type="text"/> Client Fax: <input type="text"/> Client Email: <input type="text"/> Client Website: <input type="text"/> Client Notes: <input type="text"/>	
<b>Payment Information</b> Payment Type: <input type="text"/> Payment Amount: <input type="text"/> Payment Due Date: <input type="text"/> Payment Status: <input type="text"/> Payment Notes: <input type="text"/>	
<b>Disbursement Information</b> Disbursement Type: <input type="text"/> Disbursement Amount: <input type="text"/> Disbursement Due Date: <input type="text"/> Disbursement Status: <input type="text"/> Disbursement Notes: <input type="text"/>	
<b>Summary</b> Total Amount: <input type="text"/> Total Due: <input type="text"/> Total Paid: <input type="text"/> Total Outstanding: <input type="text"/> Total Notes: <input type="text"/>	
<input type="button" value="Save Payoff(s)"/>	



# Site Navigation Tabs—Agency Operations

## Enter File

Announcements	
Quick Search	
Files	▼
<input checked="" type="radio"/> Payoff ID	
<input type="radio"/> File# or Obligor Name	
<input type="button" value="Search"/>	
Advanced Search	
Agency Operations	
<input type="button" value="Enter File"/>	
Manage Files	
Report Center	
Recent Files	
Additional Services	
Title Searcher Operations	
System Reporting Operations	
System User Operations	
Regional Manager Operations	
Settlement Agency Operations	
Search Manager Operations	
Invoicing Operations	
Customer Service Operations	
Administrator Operations	
Court Specialist	
General Operations	

On the summary page, the client will be presented with basic file information, plus the ability to View and Print their Disbursement or Edit the file.

If data has been entered in the file that is suspect in its integrity, the user will be presented with a list of those entries. In the example below, the data entered into the Obligor Name (none) has been flagged as potentially incorrect:

Enter File		Page Help
The Payoff was successfully edited, but certain values were flagged as incorrect by our automatic validation system. As you are preparing a legal document, please correct the following information by clicking Edit Disbursement. You can print your disbursement by clicking the View/Print button.		
Disbursement:		
Invalid Obligor Name: none		
<input type="button" value="View/Print Disbursement"/> <input type="button" value="Edit Disbursement"/>		
Operation Summary:		
File Number:	23531563156315	
Obligor(s):	none	
Property Street Address:	101 Teal Obligor Street	
Property City Name:	Virginia Beach	
Property State Code:	FL	
Property Postal Code:	23464-5555	

If the information is correct, the user can ignore the warning. However, if they need to correct the information before printing their Disbursement Package, they can click on the Edit button to return to the file to make necessary changes. Then, they can Update the file and then print their Package.

Once the Disbursement Package has been printed, the File Entry is complete.

**Manage Files Page**

[illegible]

1. Search Files—Search by File Number, Obligor or Property Address
2. Legend—Shows what action each icon represents
3. File-Level Icons—These actions affect the entire File of a client. Printing, Viewing, Editing and Adding a Lien are the options. The + and - allow you to expand or contract the file to show or hide payoffs associated with a File.\*
4. Payoff-Level Icons—These actions affect the Payoffs of a File. Deleting, Viewing the Lien History, Managing the Payoff or Creating a Journal Entry are the options here.
5. Clicking on Book/Page or Instrument Number information will open a window to show the History Report.\*
6. Clicking on a Payoff ID number will open a new window to show Payoff Information.\*
7. Navigate quickly to a page by clicking on the page number.
8. Change the number of files shown on the page. The default is 5 files per page.

## Manage Files Page—Viewing, Editing and Adding

[illegible][illegible]

Clicking on any of the icons or links of the Manage Files page denoted by the arrows in the above screenshot will open the file to show the three-tabbed section where you can View the Disbursement History, Edit the Disbursement or Add a Disbursement Lien. To move from section to section, simply click on the tabs. To collapse the file, click on the Close button at the top or bottom of the section.

# Site Navigation Tabs—Agency Operations

## Manage Files Page—Lien History & Admin Lien Management

Announcements	
Quick Search	
Files	<input checked="" type="radio"/> Payoff ID <input type="radio"/> File# or Obligor Name
<input type="button" value="Search"/>	
Advanced Search	
Agency Operations	
Enter File	
<input type="button" value="Manage Files"/>	
Report Center	
Recent Files	
Additional Services	
Title Searcher Operations	
System Reporting Operations	
System User Operations	
Regional Manager Operations	
Settlement Agency Operations	
Search Manager Operations	
Invoicing Operations	
Customer Service Operations	
Administrator Operations	
Court Specialist	
General Operations	

<input checked="" type="button" value="Lien History"/>	
<input type="button" value="Admin Lien Management"/>	
<input type="button" value="Close"/>	
Lien History Payoff Status Ext Count: 253928 PP 0 Accruals County - VA \$65,113.88 Payoff Amount: Invt. Number: Book: Page: Loan Number: Lender Name:	
Disbursement Summary Payoff # 250070 PP ( 0 ) Disbursement Information Disbursement Date: 04/23/2008	

Clicking on any of the icons or links of the Manage Files page denoted by the arrow in the above screenshot will open the file to show a multi-tabbed section where you can perform several functions, from Viewing the Lien History to conducting Admin Lien Management functions. Fax and Letter capabilities are also in this section. To collapse the file, click on the Close button at the top or bottom of the section.

# Site Navigation Tabs—Agency Operations

## Manage Files Page—Journal Entries

Announcements	
Quick Search	
Files	▼
<input type="radio"/> Payoff ID	
<input type="radio"/> File# or Obligor Name	
<input type="button" value="Search"/>	
Advanced Search	
Agency Operations	
Enter File	
<b>Manage Files</b>	
Report Center	
Recent Files	
Additional Services	
Title Searcher Operations	
System Reporting Operations	
System User Operations	
Regional Manager Operations	
Settlement Agency Operations	
Search Manager Operations	
Invoicing Operations	
Customer Service Operations	
Administrator Operations	
Court Specialist	
General Operations	

Quick Operations for Payoff ID: 250927	
Journal Entry Form	
Journal Templates	
Selected a Journal Template	
Journal Notes	
500 characters left	
<input type="button" value="Save Journal Entry"/>	
Disbursement Information	
Disbursement Lien Journals	

Clicking on the Journal Entry icon denoted by the arrow in the above screenshot will open a window where you can create a Journal Entry. Choose your template from the drop-down menu, then make your notes and save the entry. Close the window by clicking on the X in the upper right corner.

# Site Navigation Tabs—Agency Operations

## Manage Files Page—Payoff Information

Announcements

Quick Search

Files

☒ Payoff ID  
☐ File# or Obligor Name

Search

Advanced Search

Agency Operations

Enter File

Manage Files

Report Center

Recent Files

Additional Services

Title Searcher Operations

System Reporting Operations

System User Operations

Regional Manager Operations

Settlement Agency Operations

Search Manager Operations

Invoking Operations

Customer Service Operations

Administrator Operations

Court Specialist

General Operations

Clicking on any Payoff ID Number will open a window to show you the Payoff Information, including the Original Amount, Original Lender, and Private, Partial, and Line of Credit Information. Close the window by clicking on the X in the upper right corner.

Payoff

250929

Payoff

250927

Payoff Information

Payoff ID: 250929

Original Amount: 6599919.13

Original Lender: DOT Original Lender

Private Lender: No

Partial Release: No

Line Of Credit: Yes

Book Page Loan Num

DOT 1 DOT 1

Book Page Loan Num

DOT 1 DOT 1

# Site Navigation Tabs—Recent Files

The Recent Files Menu option will display the last files that have been managed, up to 5.

To get a snapshot of a file, click on the file number. A new window will open to display general information about the file. To manage the file, click on the link in the new window. This will open the Manage Files page with the file you have clicked on open and ready to be worked with.

Announcements

Quick Search

Files

☒ Payoff ID
 ☐ File# or Obligor Name

Search

Advanced Search

Agency Operations

Recent Files

MA-VA-06-7159  
MA-VA-06-7416  
MA-VA-06-7247

Additional Services

Title Searcher Operations

System Reporting Operations

System User Operations

Regional Manager Operations

Settlement Agency Operations

Search Manager Operations

Invocing Operations

Customer Service Operations

Administrator Operations

Court Specialist

General Operations

Recent Files

MA-VA-06-7159  
MA-VA-06-7416  
MA-VA-06-7247  
Additional Services

Record Summary

Disbursement Information

Disbursement ID: 119646  
File Number: MA-VA-06-7159  
Tax Parcel Number: 045-A2-A-2-83

Disbursement Lien Information

Payoff ID: 157393  
Original Amount: 62250.00  
Original Lender: Mortgage and Equity Funding Corporation

OK

Cancel

# Site Navigation Tabs—Additional Services

**** Announcements ****	
Quick Search	
Files	
<input checked="" type="radio"/> Payoff ID	
<input type="radio"/> File# or Obligor Name	
<input type="button" value="Search"/>	
Advanced Search	
Agency Operations	
Recent Files	
Additional Services	
Deeds On Demand	
Title Defect Clearance Services	
Title Searcher Operations	
System Reporting Operations	
System User Operations	
Regional Manager Operations	
Settlement Agency Operations	
Search Manager Operations	
Invoicing Operations	
Customer Service Operations	
Administrator Operations	
Court Specialist	
General Operations	

The Additional Services Menu option contains two links—one to Deeds on Demand and one to the TCS Order Entry page.

Both will open a new window when clicked.

*deeds on demand* usa

**Order Form**  
Title Curative Services  
Fax to 866-270-6917



# Operational Menu Navigation

## Title Searcher Operations

The Title Searcher Operations Menu is used to generate State and County Search Reports, as well as enter search information for a specific court.

Searchers can also view their current search assignments on this page.

Announcements
Quick Search
Files
<input type="radio"/> Payoff ID
<input type="radio"/> Filer or Obligor Name
Search
Advanced Search
Agency Operations
Recent Files
Additional Services
Title Searcher Operations
Title Searcher Portal
System Reporting Operations
System User Operations
Regional Manager Operations
Settlement Agency Operations
Search Manager Operations
Invoicing Operations
Customer Service Operations
Administrator Operations
Court Specialist
General Operations

Title Searcher Portal	Page Help
Choose a State:	Alabama Florida
Choose a Court:	Accomack County - VA Albemarle County - VA Alexandria - VA Aleghany County - VA Amelia County - VA Arlbert County - VA Appomattox County - VA Arlington County - VA Augusta County - VA
Click a Search Report for a Specific Court	
Download a Search Report for a Specific Court - Automatic Only	
Print a Search Report for All Courts	
Enter Search Results for a Specific Court	
View My Current Search Assignments	

# Site Navigation Tabs—System Reporting Operations

**** Announcements ****	
Quick Search	
Files	▼
<input checked="" type="radio"/> Payoff ID	
<input type="radio"/> File# or Obligor Name	
<input type="button" value="Search"/>	
Advanced Search	
Agency Operations	
Recent Files	
Additional Services	
Title Searcher Operations	
System Reporting Operations	
Input Statistics Report	
Performance Statistics Report	
Unpaid Liens Report	
System User Operations	
Regional Manager Operations	
Settlement Agency Operations	
Search Manager Operations	
Invoicing Operations	
Customer Service Operations	
Administrator Operations	
Court Specialist	
General Operations	

The System Reporting Operations menu option allows for the viewing of three different internal reports.

1. The Input Statistics Report shows the number of files entered by each client during a given date range.
2. The Performance Statistics Report shows the history of specific clients for specific Account Managers.
3. The Unpaid Liens Report shows the number of unpaid client records by Settlement Agency.

# Site Navigation Tabs—System User Operations

\*\*\*\* Announcements \*\*\*\*

Quick Search

Files

File# or Obligor Name

Search

Advanced Search

Agency Operations

Recent Files

Additional Services

Title Searcher Operations

System Reporting Operations

System User Operations

Manage System Users

Regional Manager Operations

Settlement Agency Operations

Search Manager Operations

Invoicing Operations

Customer Service Operations

Administrator Operations

Court Specialist

General Operations

The System User Operations menu option is the portal to adding, editing, deleting and generally managing system users.

Search results for "Search System Users"

Display All Users

Legend: Preview Edit Clone

Active	User Name	First Name	Last Name	Phone Number	Email Address	Account Manager
<input checked="" type="checkbox"/>	adonj	Adonjan	Adonj	301.776.5964	adonj@hercoinc.com	Adonjan Adonj
<input checked="" type="checkbox"/>	adonj2	Adonje	Adonj2	301.776.5964	adonj2@hercoinc.com	Adonje Adonj2
<input checked="" type="checkbox"/>	adonj3	Adonj	Adonj3	301.776.5964	adonj3@hercoinc.com	Adonj Adonj3
<input checked="" type="checkbox"/>	adonj4	Adonj	Adonj4	301.776.5964	adonj4@hercoinc.com	Adonj Adonj4
<input checked="" type="checkbox"/>	adonj5	Adonj	Adonj5	301.776.5964	adonj5@hercoinc.com	Adonj Adonj5
<input checked="" type="checkbox"/>	adonj6	Adonj	Adonj6	301.776.5964	adonj6@hercoinc.com	Adonj Adonj6
<input checked="" type="checkbox"/>	adonj7	Adonj	Adonj7	301.776.5964	adonj7@hercoinc.com	Adonj Adonj7
<input checked="" type="checkbox"/>	adonj8	Adonj	Adonj8	301.776.5964	adonj8@hercoinc.com	Adonj Adonj8
<input checked="" type="checkbox"/>	adonj9	Adonj	Adonj9	301.776.5964	adonj9@hercoinc.com	Adonj Adonj9
<input checked="" type="checkbox"/>	adonj10	Adonj	Adonj10	301.776.5964	adonj10@hercoinc.com	Adonj Adonj10
<input checked="" type="checkbox"/>	adonj11	Adonj	Adonj11	301.776.5964	adonj11@hercoinc.com	Adonj Adonj11
<input checked="" type="checkbox"/>	adonj12	Adonj	Adonj12	301.776.5964	adonj12@hercoinc.com	Adonj Adonj12
<input checked="" type="checkbox"/>	adonj13	Adonj	Adonj13	301.776.5964	adonj13@hercoinc.com	Adonj Adonj13
<input checked="" type="checkbox"/>	adonj14	Adonj	Adonj14	301.776.5964	adonj14@hercoinc.com	Adonj Adonj14
<input checked="" type="checkbox"/>	adonj15	Adonj	Adonj15	301.776.5964	adonj15@hercoinc.com	Adonj Adonj15
<input checked="" type="checkbox"/>	adonj16	Adonj	Adonj16	301.776.5964	adonj16@hercoinc.com	Adonj Adonj16
<input checked="" type="checkbox"/>	adonj17	Adonj	Adonj17	301.776.5964	adonj17@hercoinc.com	Adonj Adonj17
<input checked="" type="checkbox"/>	adonj18	Adonj	Adonj18	301.776.5964	adonj18@hercoinc.com	Adonj Adonj18
<input checked="" type="checkbox"/>	adonj19	Adonj	Adonj19	301.776.5964	adonj19@hercoinc.com	Adonj Adonj19
<input checked="" type="checkbox"/>	adonj20	Adonj	Adonj20	301.776.5964	adonj20@hercoinc.com	Adonj Adonj20
<input checked="" type="checkbox"/>	adonj21	Adonj	Adonj21	301.776.5964	adonj21@hercoinc.com	Adonj Adonj21
<input checked="" type="checkbox"/>	adonj22	Adonj	Adonj22	301.776.5964	adonj22@hercoinc.com	Adonj Adonj22
<input checked="" type="checkbox"/>	adonj23	Adonj	Adonj23	301.776.5964	adonj23@hercoinc.com	Adonj Adonj23
<input checked="" type="checkbox"/>	adonj24	Adonj	Adonj24	301.776.5964	adonj24@hercoinc.com	Adonj Adonj24
<input checked="" type="checkbox"/>	adonj25	Adonj	Adonj25	301.776.5964	adonj25@hercoinc.com	Adonj Adonj25
<input checked="" type="checkbox"/>	adonj26	Adonj	Adonj26	301.776.5964	adonj26@hercoinc.com	Adonj Adonj26
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<input checked="" type="checkbox"/>	adonj100	Adonj	Adonj100	301.776.5964	adonj100@hercoinc.com	Adonj Adonj100

The Legend at the top explains what action each icon does. To add a new user, click on the Add New Record link at the top left of the grid. To edit a user, click on the Edit icon next to their name. To view a user, click on the Preview icon next to their name.

You can also Clone a user and change a user's password using the icons to the right.

You can sort the list by clicking on the column headers (such as Active, User Name, Account Manager, etc.). Navigate by clicking on the page number at the bottom. You can also change the number of records that show on a page by changing the Page Size at the bottom of the screen.

# Site Navigation Tabs—Regional Manager Operations

*** Announcements ***	
Quick Search	
Files	
<input checked="" type="radio"/> Payoff ID	
<input type="radio"/> File# or Obligor Name	
<input type="text"/>	
<input type="button" value="Search"/>	
Advanced Search	
Agency Operations	
Recent Files	
Additional Services	
Title Searcher Operations	
System Reporting Operations	
System User Operations	
Regional Manager Operations	
Manage Internal Sales	
Settlement Agency Operations	
Search Manager Operations	
Invoicing Operations	
Customer Service Operations	
Administrator Operations	
Court Specialist	
General Operations	

This area allows a qualified user to manage and create Account Manager lists for a chosen Internal Sales Assistant.



# Site Navigation Tabs—Search Manager Operations

## Reports and Manage

The Search Manager Operations section is divided into two sub-sections—Reports and Manage.

Use the Reports section to quickly generate search reports that are pertinent to your daily needs.

Similarly, use the Manage section to assign searches and to manage searches and courts.

Announcements	
Quick Search	
Files	▼
<input checked="" type="radio"/> Payoff ID	
<input type="radio"/> File# or Obligor Name	
<input type="button" value="Search"/>	
Advanced Search	
Agency Operations	
Recent Files	
Additional Services	
Title Searcher Operations	
System Reporting Operations	
System User Operations	
Regional Manager Operations	
Settlement Agency Operations	
Search Manager Operations	
Reports	
Manage	
Invoicing Operations	
Customer Service Operations	
Administrator Operations	
Court Specialist	
General Operations	

Search Manager Operations	
Reports	
Available Searches	
Current Assignments	
Search Statistics	
Title Searcher Entry Report	
Manage	
Assign/Unassign Searches	
Manage Searches By State	
Manage Searchers By Court	
Manage Courts	

# Site Navigation Tabs—Invoicing Operations

*** Announcements ***	
Quick Search	
Files	▼
<input checked="" type="radio"/> Payoff ID	
<input type="radio"/> File# or Obligor Name	
<input type="button" value="Search"/>	
Advanced Search	
Agency Operations	
Recent files	
Additional Services	
Title Searcher Operations	
System Reporting Operations	
System User Operations	
Regional Manager Operations	
Settlement Agency Operations	
Search Manager Operations	
Invoicing Operations	
Process Single Payment	
Process Multiple Payments	
Discrepancy Center	
Legacy Single Payment	
Legacy Multiple Payments	
Customer Service Operations	
Administrator Operations	
Court Specialist	
General Operations	

The Invoicing Operations section allows for the processing of client payments, both in single and multiple form.

The Payment Discrepancy center is also located here.

The Legacy sections will eventually be phased out as the new payment processing system is brought on-board and fully utilized.

# Site Navigation Tabs—Customer Service Operations

***** Announcements *****	
Quick Search	
Files	▼
<input checked="" type="radio"/> Payoff ID	
<input type="radio"/> File# or Obligor Name	
<input type="button" value="Search"/>	
Advanced Search	
Agency Operations	
Recent Files	
Additional Services	
Title Searcher Operations	
System Reporting Operations	
System User Operations	
Regional Manager Operations	
Settlement Agency Operations	
Search Manager Operations	
Invoicing Operations	
Customer Service Operations	
Export Data	
Manage Duplicates	
Administrator Operations	
Court Specialist	
General Operations	

In the Customer Service Operations menu, you have the ability to Export Data from TitleTracking.com as an XML file and have it delivered to any email address.

In this section, you can also manage duplicate files by searching via date range or Payoff ID.



# Site Navigation Tabs—Administrator Operations

Announcements	
Quick Search	
Files	
<input checked="" type="radio"/> Payoff ID	
<input type="radio"/> File# or Obligor Name	
<input type="button" value="Search"/>	
Advanced Search	
Agency Operations	
Recent files	
Additional Services	
Title Searcher Operations	
System Reporting Operations	
System User Operations	
Regional Manager Operations	
Settlement Agency Operations	
Search Manager Operations	
Invoicing Operations	
Customer Service Operations	
Administrator Operations	
Manage States	
Court Specialist	
General Operations	

The Administrator Operations section allows for the management of State information, from Statutory Expiration Limits to Three-Party Lien Instrument options.

## Site Navigation Tabs—Court Specialist

*** Announcements ***	
Quick Search	
Files	▼
<input checked="" type="radio"/> Payoff ID	
<input type="radio"/> File# or Obligor Name	
<input type="button" value="Search"/>	
Advanced Search	
Agency Operations	
Recent Files	
Additional Services	
Title Searcher Operations	
System Reporting Operations	
System User Operations	
Regional Manager Operations	
Settlement Agency Operations	
Search Manager Operations	
Invoicing Operations	
Customer Service Operations	
Administrator Operations	
Court Specialist	
Manage Courts	
Court Address Verification	
General Operations	

The Court Specialist menu allows users to add, edit, delete and generally manage all the Courts in the TitleTracking.com system.

Additionally, the Court Address Verification system is located in this menu.

# Site Navigation Tabs—General Operations

*** Announcements ***	
Quick Search	
Files	
<input checked="" type="radio"/> Payoff ID	
<input type="radio"/> File# or Obligor Name	
<input type="button" value="Search"/>	
Advanced Search	
Agency Operations	
Recent Files	
Additional Services	
Title Searcher Operations	
System Reporting Operations	
System User Operations	
Regional Manager Operations	
Settlement Agency Operations	
Search Manager Operations	
Invoicing Operations	
Customer Service Operations	
Administrator Operations	
Court Specialist	
General Operations	
Reports Center	

The General Operations menu contains the Reports Center for internal users. Each Department within require will have its own tab on the main page. Reports that have been specifically requested by each Department will be located in their tab.

This section will continue to grow as new reports are requested and created.